


Example of a Submitted Needs Assessment Report

California Home		Wednesday, June 8, 2005										
												
Department of General Services Office of Public School Construction NEEDS ASSESSMENT REPORT												
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LEA NAME: Sample School District		LEA CODE:	COUNTY:									
SCHOOL NAME: Sample School		NA IDENTIFICATION NUMBER: Not yet assigned										
PART I - SCHOOL INFORMATION												
School Name		Lunch Facilities at this Site										
School Address		None N										
Representative	John Smith	Lunch Shelter Y										
2003 CBEDS	464	Multipurpose Room Y										
Existing Site Size	6 acres	Cafeteria N										
Site Density	78 pupils per acre	Gymnasium N										
MTYRE Schedule	No	Auditorium N										
Site Ownership	Owned	Other N										
Site Inspectors												
Name	Job Title	Representative of	Area of Expertise									
Ian Jones	Architect	Jones Architectural, Inc.	School Design and Construction									
Address		Telephone Number	Fax Number									
1130 K Street Sacramento, CA 95814		916-888-8888	916-111-1111									
Email		ian@jones.com										
PART II - FACILITY INVENTORY												
Building Inventory												
Building Name	Leased/Owned	Construction Type	Square Footage	Year of Construction	Year of Modernization	State Funded Modernization	Facility Type	Classrooms				
								K-6	7-8	9-12	Non-Severe	Severe
A	Owned	Permanent	5000	1975	2000	Yes	Classrooms Toilet Other	5	0	0	0	0
B	Owned	Permanent	10000	1975	2000	Yes	Classrooms Library Toilet Other	6	0	0	0	0
C	Owned	Permanent	5000	1975	2000	Yes	Classrooms Toilet	5	0	0	0	0
D	Owned	Portable	1000	2001			Classrooms	1	0	0	0	0
E	Owned	Portable	1000	2003			Classrooms	1	0	0	0	0
Administration	Owned	Permanent	5000	1975	2000	Yes	Administration Nurse's Office Toilet Counseling	0	0	0	0	0
Multipurpose	Owned	Permanent	10000	1975	2000	Yes	Multipurpose Cafeteria Kitchen Toilet	0	0	0	0	0
Portable Classrooms Summary												
Year of Construction		Number of Classrooms		Pupil Capacity								
2001		1		K-6	7-8	9-12	Non-Severe	Severe	Total			
2003		1		450	0	0	0	0	450			

PART III - USEFUL LIFE OF MAJOR BUILDING SYSTEMS

Please note: The entries included in this part of the needs assessment will be listed in the order they are entered.

Building	Building System	Sub-System	Elements/Materials	Useful Life Remaining (Years)		
A	Structural	Foundation	Concrete	25	Edit	Delete
A	Structural	Wall Framing	Wood	25	Edit	Delete
A	Structural	Floor Framing	Wood	25	Edit	Delete
A	Structural	Roof Framing	Wood	25	Edit	Delete
A	Roofing	Roofing	Built-Up Roofing	20	Edit	Delete
A	Roofing	Flashing and Sheet Metal	Gutters	20	Edit	Delete
A	Roofing	Flashing and Sheet Metal	Downspouts	20	Edit	Delete
A	Roofing	Flashing and Sheet Metal	Expansion Joints	20	Edit	Delete
A	Exterior Envelope	Siding	Plywood Siding	28	Edit	Delete

Add a Building System

Part I

Part II

Part IV

Part V

Part VI

The above example shows the level of detail that is required when evaluating building systems for Part III. The information included in the example is not a complete analysis of all the building systems of Building A and is only provided as a starting point.

A complete Part III should contain an evaluation of all the available building systems and sub-systems found within the building. Evaluating systems on a campus-wide basis is permissible but should only be used when the system is found throughout the entire campus.

For additional information about which systems and sub-systems should be evaluated, please consult the Needs Assessment Report Worksheet found on the OPSC Web site.

PART IV - FIVE-YEAR COSTS TO MAINTAIN FUNCTIONALITY - SUMMARY

Five-Year Cost Summary							
Building	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	Total Estimate	
Campus-wide	\$10,000.00	\$15,000.00	\$15,353.00	\$15,000.00	\$15,000.00	\$70,353.00	View/Edit
A	\$35,000.00	\$25,000.00	\$6,500.00	\$506,500.00	\$606,500.00	\$1,179,500.00	View/Edit
B	\$100,000.00	\$150,000.00	\$200,000.00	\$16,010.00	\$180,000.00	\$646,010.00	View/Edit
C	\$54,000.00	\$10,000.00	\$15,000.00	\$60,000.00	\$180,569.00	\$319,569.00	View/Edit
D	\$100,000.00	\$250,000.00	\$451,236.00	\$10,000.00	\$150,000.00	\$961,236.00	View/Edit
E	\$50,000.00	\$10,000.00	\$15,000.00	\$96,532.00	\$10,000.00	\$181,532.00	View/Edit
Administration	\$1,500.00	\$15,000.00	\$10,598.00	\$45,879.00	\$156,125.00	\$229,102.00	View/Edit
Multipurpose	\$15,000.00	\$150,000.00	\$18,065.00	\$45,623.00	\$56,985.00	\$285,673.00	View/Edit

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PART V - NECESSARY REPAIRS

Repair Item Number	Building Components	Location	Deficiency Description	Repair Description	Repair Estimate		
1	Roofing	A	Leak in roof.	Patch roof leak.	1,000.00	Edit	Delete
2	Windows	B	Broken window	Replace window	1,500.00	Edit	Delete
3	Flooring	C	Torn carpet in classroom 105.	Replace carpet .	2,000.00	Edit	Delete
4	Painting	Multipurpose	Chipping paint on exterior.	Repaint exterior of multipurpose building.	25,000.00	Edit	Delete

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